



Small Project Assistance Program

For Flood Control Capital Projects

Fiscal Year 2017

Administrative edits to this document may be authorized by the Chief Engineer and General Manager of the Flood Control District of Maricopa County under the authority granted by Resolution FCD 2009R003A.

Flood Control District of Maricopa County, 2801 West Durango Street, Phoenix, Arizona 85009 (602) 506-1501

Small Project Assistance Program

Purpose of the Program

In accordance with Flood Control District of Maricopa County (District) Resolution 2009R003A, the District prioritizes and funds potential local flood control capital projects through its annual Small Project Assistance Program. Resolution 2009R003A authorizes the program.

The Small Project Assistance Program has three purposes:

- Facilitate the mitigation of flood hazards that are local in nature but pose a risk to the citizens and property of Maricopa County;
- Using consistent, published criteria, objectively evaluate submitted local flood control capital projects requested by municipalities;
- Allow for the rapid implementation of recommended local flood control capital projects with minimal administrative delay.

Scope of the Program

The following general limitations exist on District assistance offered under this program:

- The terms of the District's standard Small Project Assistance Program Intergovernmental Agreement (generally reported below) are mandatory;
- Annual District contributions for all projects submitted under this program is based on Capital Improvement Program funding availability;
- The District will participate in no more than five local flood control projects per municipality in the program fiscal year.

Exceptions to the policies of this program are not granted. However, projects may alternately be submitted to the District's Capital Improvement Program Prioritization Procedure that allows for additional implementation flexibility.

Procedure

No later than the 1st Friday of each October, the District and other non-municipalities/agencies will identify and recommend projects for consideration in the following fiscal year. Proposals are accomplished through a web application located at www.fcd.maricopa.gov/spap, which requires submitters (Outside non-municipalities/agencies or District staff) to answer objective questions.

Each proposal must include supporting documentation of structural flooding to residential and/or commercial properties. Provide photos, copies of flooding complaints and a list of properties that have experienced structural flooding including the address, parcel number and the date(s) of flooding.

Each proposal must produce an independent solution to mitigate a local drainage problem that has historically caused flooding to structures. Projects shall not duplicate or have overlapping benefits of recently completed or current projects.

Proposals shall not be split into multiple submittals within the same or across multiple fiscal years. District funding is meant to be applied to a single project that resolves a specific flooding issue.

Each proposal must include a location map or design plans detailing project elements.

Proposals will be objectively scored in accordance with a scoring matrix approved by the District's Flood Control Advisory Board, and scored submittals will be ranked.

No set score threshold exists for the approval of projects; rather, an approval threshold is established each year based on available funding. This approval threshold will be no less than 40 points.

Projects scoring above the set approval threshold are reviewed by the District's Chief Engineer and General Manager, who may determine that a project would more appropriately be evaluated under the District's Capital Improvement Program Prioritization Procedure.

District staff prepares draft Intergovernmental Agreements for approved projects, as appropriate, and presents these draft Agreements to submitting non-municipalities/agencies approval. Approvals for these Intergovernmental Agreements must be provided within 45 days of receipt. These Agreements are subsequently forwarded to the District's Board of Directors for District approval.

Recommended and approved projects will be completed over the course of the fiscal year for which the projects were submitted.

Refer to the attached process flow chart for the approval and subsequent implementation process for a project.

Agreement Terms

The District's Small Project Assistance Program Standard Intergovernmental Agreement is a component of this program. Among its terms, the Agreement stipulates that:

- Costs associated with design, rights-of-way acquisition, utility adjustments or relocations, permitting, construction management, materials testing, survey work, non-flood control features operations and maintenance are the responsibility of the requesting municipality;
- The requesting municipality acts as lead agency for all activities;

- The District will be given an opportunity to review and comment on project plans and specifications, and District comments will be incorporated where feasible;
- District contributions are limited to 75% of construction costs of flood control elements of the project, not to exceed \$250,000;
- The District pays fifty percent (50%) of its cost share contribution upon award of a construction contract for approved projects, and its cost share contribution for remaining construction costs incurred upon completion of construction or prior to the end of the fiscal year for which the project is approved, whichever is first to occur;
- District contributions are limited to project construction costs incurred during the fiscal year for which the project was submitted – subsequent and prior costs are the sole responsibility of the requesting municipality;
- The requesting municipality is responsible for all operations and maintenance and related costs associated with a completed project – District staff will not be available to assist with these efforts.

This standard agreement is mandatory for all projects approved under this procedure; a copy will be provided upon request.

Points of Contact

Planning and Project Management Division Manager: Don Rerick, P.E., 602-506-4878

Capital Improvement Program Supervisor: Patrick Schafer, P.E., 602-506-2206

Project Management Branch Manager: Scott Vogel, P.E., 602-506-4771

Fiscal Year 2017 Small Project Assistance Program Schedule

August 17th, 2015	Notices Mailed to Municipalities
October 2nd, 2015	Municipalities' Proposals Due
October 2015	Proposals Administratively Reviewed and Ranked
October 2015	District Budget Evaluated for Funding Availability
October 2015 – January 2016	IGAs Drafted and Presented for Approval
January 2016 – June 2016	Final Plans and Specifications Completed by Municipalities
Program Fiscal Year	Approved Projects Constructed by Submitting Municipalities
June 30 th , 2017	Cutoff Date for District Reimbursement